



SEWER CONNECTION SUBMITTAL REQUIREMENT CHECKLIST **FOR ALL NEW or CHANGED PROJECTS**

*Initial as
enclosed*

- 1) _____ Accurate information for the applicant, owner, and project location and description have been provided in the fields on page two of this application. No P.O Boxes.
- 2) _____ A Site Plan, Property Survey, or sketch depicting all sewer connection point(s) along with any relevant detail sketches have been enclosed. (For TWA, see below item 6).
- 3) _____ Municipal / Agency endorsement of the project (where applicable*) has been enclosed.
- 4) _____ Endorsement of project by local sewer authority (where applicable*) has been enclosed.
- 5) _____ The appropriate payment of the sewer connection fee as calculated in accordance with the attached Sewer Connection Fee Calculation Sheet by PVSC. Payment may be in the form of a Wire transfer, (perferred) check or money order made payable to the **Passaic Valley Sewerage Commission ("PVSC")**. Please write the project address/ file number in the check memo line.
- 6) _____ For those projects requiring a Treatment Works Approval (TWA) from the New Jersey Department of Environmental Protection, (NJDEP) the following shall also be submitted:

_____ **Copy** of the Treatment Works Approval application (TWA-1)

_____ **Copy** of the Statements of Consent form (WQM-003)

_____ **Copy** of the Engineer's Report (WQM-006)

_____ **Copy** of the Site, Utility, Profile and Detail Plans for all underground facilities in electronic PDF format (can be emailed, or present on a disk)

NOTE: Copies only! DO NOT SUBMIT ORIGINAL TWA DOCUMENTS

The Connection Application Package shall, at a minimum, consist of all of the above that are applicable to be considered complete and may be forwarded or dropped off **(BY APPOINTMENT ONLY)** to the address below. **PVSC APPROVAL WILL BE GRANTED ONLY UPON COMPLETION OF THE PVSC INSPECTION AND COMPLIANCE REVIEW PROCESS INCLUDING FULL PAYMENT (IF APPLICABLE) OF ANY AND ALL PVSC CONNECTION FEES.**

Inspector may ask for other documents such as water consumption, Property record cards ETC.

**Passaic Valley Sewerage Commission
600 Wilson Avenue
Newark, NJ 07105
Attention: Andrew Caltagirone, Assistant Director
Inspection and Compliance Bureau, Connection Unit**

Submitted by: _____
(signature) (print name) (date)



APPLICANT, OWNER, PROJECT INFORMATION

1.) APPLICANT: (THIS IS WHERE YOUR ENDORSEMENT LETTER WILL BE MAILED.)

NAME: _____ CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX # or E-MAIL: _____

2.) PROPERTY OWNER OR AUTHORIZED AGENT:

SAME AS ABOVE

NAME: _____ CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX # or E-MAIL: _____

3.) PROJECT/TENANT SPACE: FILE CAN NOT BE ENTERED WITHOUT THIS FILLED OUT

ADDRESS: _____

CITY: _____ STATE: NEW JERSEY ZIP: _____

BLOCK: _____ LOT: _____

DESCRIPTION: The project consists of _____

Submitted by: _____
(signature) (print name) (date)



SEWER CONNECTION FEE CALCULATION SHEET

Connected Flow = sum of all daily flows from the connection as specified in N.J.A.C. 7:14A-23.3 "Projected Flow Criteria." For your convenience, we have excerpted below the types of establishments, measurement units and projected use in gallons per day (gpd) from N.J.A.C. 7:14A-23.3

A) FILL IN THE COLUMNS FOR THE CRITERIA THAT APPLY TO THIS APPLICATION:

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)		GPD/Type
Residential Dwellings (Single family homes, duplex units, townhouses, condominiums, apartments)			Age Restricted	Standard	
1-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	110/150		_____
2-bedroom unit (Age Restricted/Standard)	Per Dwelling	_____	170/225		_____
3-bedroom unit or larger (Age Restricted/Standard)	Per Dwelling	_____	225/300		_____
Transit Dwelling Units					
Hotels	Per Bedroom	_____	75		_____
Lodging houses and tourist homes	Per Bedroom	_____	60		_____
Motels and tourist cabins	Per Bedroom	_____	60		_____
Boarding Houses (maximum permitted occupancy)	Per Boarder	_____	50		_____
Camps					
Campground/mobile recreational vehicle/tent	Per Site	_____	100		_____
Parked mobile trailer site	Per Site	_____	200		_____
Children’s camps	Per Bed	_____	50		_____
Labor camps	Per Bed	_____	40		_____
Day camps – no meals	Per Person	_____	15		_____
Restaurants (including washrooms and turnover)					
Average restaurant (Waiter and Waitress service)	Per Seat	_____	35		_____
Bar/cocktail lounges	Per Seat	_____	20		_____
Fast food restaurant	Per Seat	_____	15		_____
24-hour service restaurant	Per Seat	_____	50		_____
Curb service/drive-in restaurant	Per Car Space	_____	50		_____
Clubs					
Residential	Per Member	_____	75		_____
Non-residential (Gym, Martial arts /MMA training)	Per Member	_____	35		_____
Racquet club	Per Court Hour	_____	80		_____
Bathhouse with shower	Per Person	_____	25		_____
Bathhouse without shower	Per Person	_____	10		_____
Institutions (includes staff)					
Hospitals /Out Patient Centers	Per Bed	_____	175		_____
Assisted Living	Per Bed	_____	100		_____
Skilled Nursing Facility	Per Bed	_____	75		_____
Other institutions	Per bed	_____	125		_____

Press here if you would like to reset the numbers



Passaic Valley Sewerage Commission

"Protecting Public Health and the Environment"

Form SCF-15
Revised: (12/24/14)

Subtotal for Page 3: _____

Type of Establishment	Measurement Unit	# of Units	Gallons per Day (GPD)	GPD/Type
Schools (includes staff)				
No shower or cafeteria	Per Student	_____	10	_____
With cafeteria	Per Student	_____	15	_____
With cafeteria and showers	Per Student	_____	20	_____
With cafeteria, showers and laboratories	Per Student	_____	25	_____
Boarding	Per Student	_____	75	_____
Automobile Service Stations				
Service Stations	Per Filling Position	_____	125	_____
Service bays	Per Bay	_____	50	_____
Mini-market	Per square foot	_____	0.1	_____
Miscellaneous				
Office buildings (gross area)	Per square foot	_____	0.1	_____
Stores and shopping centers (gross area)	Per square foot	_____	0.1	_____
Factories/warehouses (add process wastewater (ww))	Per employee	_____	25	_____
Factories/warehouses w/showers (add process ww)	Per employee	_____	40	_____
Process Wastewater (include blowdown, cooling water)	Gallons Per Day	_____	1	_____
Laundromats (coin operated) Industrial see above	Per machine	_____	580	_____
Bowling alleys (add bar area seating when applicable)	Per alley	_____	200	_____
Picnic parks (restrooms only)	Per person	_____	10	_____
Picnic parks with showers	Per person	_____	15	_____
Fairgrounds (based upon average attendance)	Per person	_____	5	_____
Assembly halls	Per seat	_____	3	_____
Airports (based on passenger use)	Per passenger	_____	3	_____
Churches, Houses of Worship (worship area only)	Per seat	_____	3	_____
Theater (indoor)	Per seat	_____	3	_____
Dinner theater	Per seat	_____	20	_____
Catering/banquet hall	Per person	_____	20	_____
Sports stadium	Per seat	_____	3	_____
Visitors center	Per visitor	_____	5	_____
Multi-member swimming pool	Per Person	_____	15	_____

B) Total Projected Flow in GPD as calculated from pages 3 and 4:	_____ GPD
C) Total Projected flow multiplied by the Rate (\$/GPD):	X \$2.88/GPD
D) Line B multiplied by line C equals Connected Flow Fee:	\$ _____
E) Plus the Administrative Fee (per application):	+ \$250.00*
F) Total Connection Fee due:	\$ _____ **

*If you are submitting applications for multiple addresses and wish to pay with one check, this fee is only applied once.

**Calculated fee may be reduced due to credits for active existing buildings/uses. Contact Connections Unit for more information.